



# COUNTY OF LOS ANGELES

## DEPARTMENT OF HUMAN RESOURCES

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(213) 974-2406 FAX (213) 621-0387

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**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

November 17, 2006

To: Each Supervisor

From: Michael J. Henry  
Director of Personnel

Subject: **CRIMINAL CONVICTION HISTORY ON JOB APPLICATIONS (ITEM NO. 3, AGENDA OF NOVEMBER 21, 2006)**

This is in follow-up to my August 30, 2006 memorandum to you regarding criminal conviction information on the job application. Since we submitted our report to you, we contacted several jurisdictions regarding the status or any plans to remove the request for conviction history from their job applications. We determined the following.

- The City of Grand Rapids, Michigan reported they have no plans to remove the question from their application.
- The County of Hawaii in Hilo, Hawaii, indicated that they have never had the question on their application. However, the selected candidates for sensitive positions complete a waiver form to allow the County to conduct background checks. The appointments are contingent upon the outcome of the background checks.
- The State of Hawaii does ask for conviction history and they have no plans to modify their application.
- The City of East Palo Alto indicated they do not disqualify any candidates based on criminal conviction history reported on their applications, and they are in the process of removing the request for this information from the application and will collect criminal history information later during the hiring process.
- Beginning January 2007, the County of Alameda plans to pilot a program with selected departments to remove the question from their application. They plan to collect criminal history information later in their hiring process.
- The General Manager for the City of Los Angeles Personnel Department has recommended in her report that the City continues to reflect the criminal record information on the employment application.

As we indicated in our previous report to you, the decision to remove the question regarding conviction history from the County's job application is a policy matter for your Board. The information learned about the above jurisdictions does not change my previous recommendation to you to allow the question to stand. It is our position that not only does asking for conviction history upfront demonstrate due diligence in ensuring a safe hiring program, but it also clearly establishes that this information is used in our employment decisions and does not give applicants false expectations or hopes regarding their employability.

As an alternative to removing the question, I have proposed that we prominently indicate on the job application that convictions do not automatically disqualify candidates from employment, and clarify the type of convictions that do not require disclosure. I have attached a modified application to reflect those proposed changes.

Please contact me if you have any questions.

MJH:STS  
SKT:smh

Attachment

c: Each Department Head





# County of Los Angeles

## EMPLOYMENT APPLICATION

### Department of Human Resources

24-Hour Job Information Hotlines:  
Open Competitive: (800) 970-5478  
Transfers/Promotional Opportunities: (213) 974-8335  
TTY: (800) 899-4099 <http://dhr.lacounty.info>

1a. EXAM NUMBER		1b. EXAMINATION TITLE		OFFICIAL USE ONLY		<input type="checkbox"/> ACCEPTED <input type="checkbox"/> DENIED	
2. SOCIAL SECURITY NUMBER (needed for record control purposes)				Analyst		Date	
3. NAME Last		First		M.I.			
OTHER NAMES USED IN EMPLOYMENT Last		First		M.I.			
4. ADDRESS Number		Street		Apt. #			
City		State		Zip			
5a. HOME PHONE ( )		5b. BUSINESS/MESSAGE PHONE ( )		Final Score		Group	
5c. E-MAIL ADDRESS				Veterans Credit		Withhold Date	
6. Please check all areas in which you would accept employment. You will be considered only for areas checked.							
A. <input type="checkbox"/> Any Area (If you check this box, no need to check any other area boxes.)							
B. <input type="checkbox"/> Antelope Valley Palmdale/Lancaster							
C. <input type="checkbox"/> San Fernando Valley Burbank/Glendale/Northridge/Santa Clarita							
D. <input type="checkbox"/> San Gabriel Valley Pasadena/Monterey Park/El Monte/Pomona							
E. <input type="checkbox"/> Metro Los Angeles/West Hollywood/Eagle Rock							
F. <input type="checkbox"/> West Malibu/Santa Monica/Beverly Hills							
G. <input type="checkbox"/> South Inglewood/Compton/Willowbrook/Watts							
H. <input type="checkbox"/> East Montebello/Downtown/South Gate/Whittier							
I. <input type="checkbox"/> South Bay/Harbor Carson/Torrance/Long Beach/Hermosa Beach							
7. Indicate the type of appointment you will accept:							
A. <input type="checkbox"/> Full-time Permanent (40 hours per week)							
B. <input type="checkbox"/> Temporary							
C. <input type="checkbox"/> Recurrent, As Needed, or Seasonal							
8. Shifts you are willing to work:							
A. <input type="checkbox"/> Day B. <input type="checkbox"/> Evening C. <input type="checkbox"/> Night D. <input type="checkbox"/> Rotating E. <input type="checkbox"/> On Call F. <input type="checkbox"/> Weekend G. <input type="checkbox"/> Any							
9. Do you know any language other than English? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES indicate language(s):							
A. <input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write B. <input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write C. <input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write							
10. Have you ever been a County of Los Angeles employee? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," please complete the following information.							
Employee Number		Payroll Title		Item Number		Employment Status:	
Department				Department Number		<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Recurrent	
11. If a license or certificate (including Bilingual Certificate) is required for this job, list those you possess and provide dates of expiration.							
License or Certificate		Number		Date Issued		Expiration Date	
12. To qualify for employment you must be either (a) a citizen of the United States of America, or (b) a registered alien with government permission to work in this country. Does either statement (a) or (b) describe your status as a resident of this country? <input type="checkbox"/> YES <input type="checkbox"/> NO							
13. Do you claim Veterans Credit? (Veterans Credit is applicable to open competitive examinations only.) <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," attach a copy of your DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service. (See Application form Information Sheet for Veterans Credit criteria.)							
14. Have you ever been fired or asked to resign? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," please attach an explanation with the name and address of the company, and the date and the reason for the termination.							
15. Have you ever been convicted of a misdemeanor or felony by a criminal or military court? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," please complete the Record of Convictions section below. Attach an additional sheet if necessary. List all valid convictions. <b>Note: Convictions are not an automatic disqualification to County employment - see #8 on Information Sheet.</b>							
NAME (Please Print)		Last		First		M.I.	
OTHER NAMES USED							
SOCIAL SECURITY NUMBER		DATE OF BIRTH		Month		Day	
OFFENSE or CASE NAME (Give Penal or other code section if known)		CASE NUMBER					
CONVICTION/ORDER DATE		Month		Day		Year	
LOCATION OF COURT		City		State			
SENTENCE or FINE							

**EDUCATION:** High School Graduate? ☐ YES ☐ NO If "NO," number of years completed in High School \_\_\_\_\_ GED Certificate ☐ YES ☐ NO  
 Show courses you have completed that are required and others directly related to the job for which you are applying. In order to receive CREDIT FOR COLLEGE WORK, be sure to include a copy of your diploma, transcript, or certificate unless otherwise directed by the job bulletin.

NAME AND LOCATION OF COLLEGES OR SCHOOLS ATTENDED	DATES ATTENDED	CREDITS COMPLETED		MAJOR SUBJECT OR COURSE	UNITS COMPLETED IN MAJOR	DEGREES OR CERTIFICATES RECEIVED
		SEMESTER	QUARTER			
	FROM					
	TO					
	FROM					
	TO					
	FROM					
	TO					

REQUIRED OR RELATED COURSES: (Attach an additional sheet if necessary to list all courses completed)

SCHOOL	COURSE NAME	UNITS	SCHOOL	COURSE NAME	UNITS

**WORK EXPERIENCE:** Beginning with your most recent experience, please account for all employment and any periods of unemployment in the last ten years. Include self-employment, military service, and volunteer work related to the job for which you are applying. Also list any jobs held more than ten years ago which relate to the duties of the job for which you are applying. Please list separately the PAYROLL TITLE of each job in which you have been employed. Describe the work you did as completely as possible and list each job separately. If you need additional space to describe your duties, you may attach a resume or additional documents to further describe your qualifications unless otherwise directed by the job bulletin. All the requested information MUST be completed.

PRESENT/LAST EMPLOYER or COUNTY DEPARTMENT				PAYROLL TITLE (for each title use a separate section)				NUMBER YOU SUPERVISED	
EMPLOYER'S ADDRESS				DUTIES					
CITY/STATE			ZIP CODE						
FROM			TO			TOTAL MOS WORKED			
Month	Day	Year	Month	Day	Year				
HOURS PER WEEK		SALARY		HOURLY <input type="checkbox"/>			REASON FOR LEAVING		
				MONTHLY <input type="checkbox"/>			Are you employed by this company now? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," may we contact your employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
EMPLOYER or COUNTY DEPARTMENT				PAYROLL TITLE (for each title use a separate section)				NUMBER YOU SUPERVISED	
EMPLOYER'S ADDRESS				DUTIES					
CITY/STATE			ZIP CODE						
FROM			TO			TOTAL MOS WORKED			
Month	Day	Year	Month	Day	Year				
HOURS PER WEEK		SALARY		HOURLY <input type="checkbox"/>			REASON FOR LEAVING		
				MONTHLY <input type="checkbox"/>					
EMPLOYER or COUNTY DEPARTMENT				PAYROLL TITLE (for each title use a separate section)				NUMBER YOU SUPERVISED	
EMPLOYER'S ADDRESS				DUTIES					
CITY/STATE			ZIP CODE						
FROM			TO			TOTAL MOS WORKED			
Month	Day	Year	Month	Day	Year				
HOURS PER WEEK		SALARY		HOURLY <input type="checkbox"/>			REASON FOR LEAVING		
				MONTHLY <input type="checkbox"/>					

**Certification of Applicant:** I certify that all statements made in this application and on any attachments included are true and complete to the best of my knowledge. I understand that any false statement(s) of material facts or omissions may subject me to disqualification or dismissal.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

COUNTY OF LOS ANGELES

How did you learn about this position?

- A. ☐ Ad    B. ☐ County Employee    C. ☐ County Bulletin Board    D. ☐ Campus Recruitment    E. ☐ Library  
 F. ☐ Job Fair    G. ☐ Internet    H. ☐ Job Hotline    I. ☐ Other

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

Exam Number: \_\_\_\_\_ Exam Title: \_\_\_\_\_

The following voluntary information is requested for the County of Los Angeles to evaluate its hiring practices and to prepare reports required by law for the State and Federal Government. This form will be detached from the employment application. This information will be confidential and will **NOT** be used to make a decision about your employment.

A. Please mark the group that best describes your race/ethnicity.				B. Gender	
1. <input type="checkbox"/> White				<input type="checkbox"/> Female	
3. <input type="checkbox"/> Black/African American (not of Hispanic origin)				<input type="checkbox"/> Male	
5. <input type="checkbox"/> Hispanic/Latino (Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race)					
6. <input type="checkbox"/> American Indian (subject to verification)		7. <input type="checkbox"/> Asian or Pacific Islander (excluding Filipino)		8. <input type="checkbox"/> Filipino	
DATE OF BIRTH	Month	Day	Year	NAME	Last      First      M.I.
<input type="checkbox"/> Disabled – A person with a disability is an individual who: (1) has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record or history of such impairment or medical condition; (3) is regarded as having such an impairment or medical condition.					

AFTER FIVE DAYS RETURN TO

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**FIRST CLASS MAIL**

PLACE  
FIRST  
CLASS  
POSTAGE  
HERE



**COUNTY OF LOS ANGELES  
EMPLOYMENT APPLICATION  
INFORMATION SHEET**

*Department of Human Resources*  
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Transfers/Promotional Opportunities for current  
County employees: (213) 974-8335  
TTY: (800) 899-4099 <http://dhr.lacounty.info>

*Please Read Carefully*

**1. COMPLETING YOUR APPLICATION:**

- a. THE APPLICATION SHOULD BE COMPLETE AND ACCURATE BEFORE SIGNING. INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED.
- b. Your SOCIAL SECURITY NUMBER MUST BE INCLUDED for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- c. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the bulletin.

**2. MINIMUM OR SELECTION REQUIREMENTS** are listed in the examination bulletin.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THE REQUIREMENTS. The information you provide will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the bulletin. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the bulletin states otherwise. Report it as "volunteer" or "unpaid" in the box for monthly salary. Experience is evaluated on the basis of a verifiable 40-hour week.

**3. APPLICATION DEADLINE:**

- a. If the bulletin has a closing date, submit the application and all required information as listed on the bulletin by the specified deadline. POSTMARKS WILL NOT BE ACCEPTED. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- b. Applications for positions designated "Apply in Person" must be filed in person at the address given. Filing may be closed without notice.

**4. PROMOTIONAL EXAMINATIONS:**

- a. Please list separately the PAYROLL TITLE for each job. Do not group your experience. If more space is needed, attach additional sheet(s) to your application. Specify the beginning and ending dates for each job. If you have been promoted, do NOT list all of your time with the County under your present payroll title.
- b. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated in the examination bulletin, it will not be considered unless it is verified in writing by your department's Human Resources Office. A signed Verification of Experience letter must be filed with your application or submitted by the last day for filing, or it will not be accepted.
- c. Permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or as otherwise indicated on the bulletin.

**5. VETERANS PREFERENCE CREDIT** of 10 points will be added to your final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- a. During a declared war; or
- b. During the period April 28, 1952 through July 1, 1955; or
- c. For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or

- d. In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans Preference Credit. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**6. CHANGE OF NAME OR ADDRESS** should be reported in writing immediately to the department to which you submitted your application. Include your Social Security Number, former name and/or address, as well as your new name and/or address and the title(s) and number(s) of the examination(s) for which you have applied.

**7. EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION POLICY:**

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE EXAMINATION BULLETIN. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**8. RECORD OF CONVICTIONS:** A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic disqualification to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ~~ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED. DO NOT INCLUDE ANY CONVICTIONS THAT HAVE BEEN SEALED OR EXPUNGED BY VALID COURT ORDERS~~

PURSUANT TO PENAL CODE SECTION 1203.49(A) OR JUVENILE RECORDS THAT HAVE BEEN SEALED OR  
EXPUNGED BY VALID COURT ORDERS PURSUANT TO WELFARE AND INSTITUTIONS CODE SECTIONS 389, 781,  
AND 827 OR PENAL CODE SECTION 1203.45.